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SPECIAL BULLETIN

O F F I C E   O F   T R A I N I N G

No: 20-75   Date: 29 July 1975

To: All Training Officers of the Agency

INFORMATION SCIENCE FOR MANAGERS I

The Office of Training announces another offering of the "Information Science for Managers I" course. This one-week, full-time course covers new methodologies for Management and Intelligence. It is applicable to those in support and operations, as well as intelligence assignments.

This introductory level course is designed for executives, managers, potential managers, supervisors, members of management staffs, and other senior professionals with intelligence, collection, production, support, operations, or management responsibilities. It stresses the *application* of information systems and systematic methods of analysis by *systems users* to a variety of management and intelligence tasks. It is not designed for skilled systems specialists and the content of the course assumes that students have little or no scientific, technical or computer training.

Each student receives a fundamental knowledge of forecasting, probability, decision trees, sampling, correlation and regression analysis, network analysis, linear programming, resource allocation, PERT, decision-making, and other systematic methods of analysis, as they apply to management tasks in intelligence organizations. He is introduced to the use of computer terminals and the application of computer programs to management and intelligence problems.

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OBJECTIVES: Each participant will gain an understanding of:

    1.   The elementary use of computer terminals and the application of computer programs to management, support, and intelligence problems.

    2.   Forecasting, probability, decision trees, correlation and regression analysis, network analysis, linear programming, resource allocation, PERT, decision-making, and other systematic methods of analysis and management science.

    3.   The roles of the manager, the user, and systems professionals in defining, developing, and utilizing information systems.

    4.   Rational approaches to the analysis of problems and the decision-making tasks of his organinzation.

ELIGIBILITY:

    GS-14 officers and above, and those with equivalent military rank, who hold a professional level assignment in an intelligence organization.   While no previous technical, scientific, math or computer training is necessary, a general familiarity with computers and/or mathematics is helpful.

SECURITY:

    Final TOP SECRET security clearance with certification of access to SI/TK is required.

DATE AND TIME:

    20 through 24 October 1975.   0900 to 1600 hours daily, one-week, full-time.

LOCATION:

    4600 N. Fairfax Drive, Arlington, Virginia (Chamber of Commerce Building, Room 713).   No transportation will be provided.   Detailed instructions on directions to the building, including details on parking, will be mailed to the students prior to the start of the course.

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REGISTRATION:

    Form 73, "Request for Internal Training" must be
submitted to OTR/Registry, Room 936, Chamber of Commerce
Building, by 9 September 1975. These requests will be
submitted through the Training Officer of each Directorate
STATINTL and through ███████████████████████████ as personnel
of other Intelligence Community agencies will attend this
course.

FURTHER INFORMATION:

                                                          STATINTL

STATINTL   On course content call ███████, the Course Director,
STATOTHR on extension ██████ For administrative information call
████████████████ extension ████████   STATOTHR

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